

November 24, 2015: Minutes of the Rockport Library Trustees

Attendees: Rob Audano, Holly Frithsen, Cindy Grove, Lana Razdan

Meeting Commenced: 3:30pm

1. **Minutes of October 22, 2015 reviewed and approved**
2. **Finance and Administration** – The FY17 Operating Budget and Capital Plan have been submitted. The General Capital Plan was submitted including building and website proposals. A review of funds contributed to the Library Gift Account has been completed. As a result of this review, new gardening books and materials/books for the Rockport Room will be purchased. Also, equipment in the Brenner Room will be updated. A long-range plan committee for the library had its first meeting on Monday, November 23.
3. **Technology** – Balsam has been troubleshooting a problem with our new computers and 'blue screens'.
4. **Policies and procedures** – A new Meeting Room policy has been reviewed and approved. The RPL is in the process of creating a Code of Conduct policy for its patrons, and a Telescope Lending policy.
5. **Consortium and State updates** – The switch from Virtual Catalog to Commonwealth Catalog is complete and employees have been trained.
6. **Staff and schedule update** – The next library staff meeting is December 9. There is a review of the budget for staffing/hours. Brian Audano has been visiting other libraries and will be presenting a slide show of these libraries to RPL staff members. The 2017 Holiday schedule has been approved.
7. **Library Programs** – Several people attended the National Novel Writing workshops. The RPL movie schedule will continue with family and holiday themed movies. Programs associated with Cape Ann Reads are in the development stage. Several staff members are helping with the Outreach Program.
8. **Children's library** – School early release day programs continue to be well attended.
9. **Facilities/Grounds** – Fire escapes are scheduled for November 30. The DPW has been measuring to replace walls in the lower level. Quotes from ServePro for cleaning air conditioners have been approved. Cleanup continues in the FOL room, staff room, and stairwells. The exterior wall sealant has been applied. The water heaters have been an ongoing problem and have been leaking. Hand dryers have been approved for the Library bathrooms.

Next Meeting: Wednesday, December 30, 2015 at 10:00am

Meeting Adjourned: 5:30pm